

Parent Handbook / Operating Policies

Mission Statement

Ready, Set, Grow is committed to a creative environment where each child can grow emotionally, socially, intellectually and physically through discovery and exploration. Ready, Set, Grow will create opportunities which will meet the individual needs of children and families.

Philosophy

In an effort to aid young individuals to reach a productive and meaningful maturity, the Center has adopted a statement of philosophy. First and foremost, Ready, Set, Grow believes that the primary teachers and most important educators are the parents. Ready, Set, Grow's philosophy is reflective of our belief that each child will be encouraged to reach individual emotional, social, intellectual, and physical potential. Through the use of well trained staff, the Center strives to increase emotional security, facilitate social adjustment, enhance cognitive development and promote physical growth in each of its children. The Center provides a nurturing atmosphere with well- balanced and creative activities. The children are exposed to new adventures and have adequate supplies and equipment. Comprehensive safety and health regulations, as well as, nutritionally sound meals are provided. To ensure continued program superiority, the Center adopts the belief in continuing staff education and evaluation, community interaction, awareness and dedication to each child so that he/she will have his/her life filled with healthy worthwhile experiences.

Developmental Analysis

All students at the Center will be monitored through the use of a developmental checklist. Information gathered by the teachers will be presented to the parents at the parent/ teacher conferences offered three times a year in September, January and April.

Curriculum

Teachers will plan developmentally appropriate and age appropriate activities in advance for their classrooms. Lesson plans are turned in to the program director for evaluation. Lesson plans are posted outside of each classroom and will be evaluated each week by the teacher.

Nursery

The teachers will be involved in adjusting the babies to their environment when they first attend the Center. They will work closely with the parents to help with the child's schedule since there is not a set schedule for the nursery, it is set for the individual child. Teachers will be totally involved in meeting the emotional, physical, and developmental needs of each child. Appropriate outside time, equipment, toys, music, books, and activities will be utilized. One on one attention will be given to enhance the development of each child. Children will have tummy time that will last as long as possible to help infants learn to enjoy it and build their strength. We will start with 3-5 minutes twice a day and then build on that. They will plan activities in the following areas: Language skills, Art, Music, Manipulative skills, Large and small Motor skills. The curriculum in the nursery is based on hands-on experiences and individual stimulation.

We know that breastfeeding your child is a choice only you can make. We also know that going back to work and continuing breastfeeding may not be a choice you can make. We would like to let you know we support you in the choice you make. We support our families and teachers in the same way.

Some of the benefits of breastfeeding include: Breast milk is the best source of nutrition for infants, provides developmental benefits, encourages maternal-infant bonding, improves child and maternal health. In the child it reduces risk of a variety of infections and reduces risk for developing several chronic conditions later in life. In the mother there is faster rate of returning to pre-pregnancy weight and decreased risk of breast and ovarian cancer.

We have a quiet and comfortable room next to the nursery where you can breastfeed or express breast milk. We have enough space for you to store you expressed milk in the freezer or refrigerator.

You are responsible for bringing all the milk and food your child will be eating during the day. Your infant cereal or formula should be iron rich. The foods should rarely contain added salt. The desserts should not contain added sugar. We will try to feed your child on the schedule you set, however sometimes we will feed when they are hungry by showing us the signs of rooting, sucking on fingers or fist, fussing or crying, etc. When feeding infants, teachers will use responsive techniques which include, making eye contact, speaking to infants, reactions during feedings, responding to hunger and fullness cues, and feeding only one infant at a time.

Ones, Twos, Threes, and Fours/Fives

Students will spend at least one hour in the morning and one hour in the afternoon on the playground. In case of inclement weather, the teachers have Gross Motor and Movement activities available in the classroom. We believe that the physical activities of children helps them to grow and learn. The children will not have long periods of time just sitting. The teachers will have different practices that will encourage physical activity. A child will not be withheld from physical activity based on behavior. The teachers will have planned and informal physical activities. Students in these rooms will have continuous exposure to health and safety procedures. The morning and afternoon learning experiences shall have a variety of age appropriate free choice activities alternating with planned lesson sessions involving large and small groups. During free choice activities, emphasis of choice will be placed on experiences, which will be reinforcement of the learning activities.

Teachers will develop activities geared for teaching the following activities:

Ones and Twos--Activities will be developed to teach Movement, Cognitive Development, Self Help Skills, Art, Language Development, Music, Small Motor Skills, Gross Motor Skills, Problem Solving Skill, Social and Emotional Development. The two-year-old room is our potty training room. Parents are required to be active participants in potty training. The parent needs to start potty training on Friday of a weekend. When the child comes to the Center on Monday, the child should be wearing the thick cotton potty training pants. We do not use pull-ups. These potty training pants should have been used throughout the Center to help the child with this important developmental stage.

Threes and Fours/Fives—Activities will be developed to teach Music and Movement, Small and Large Motor skills, Problem Solving skills, Social and Emotional Development, Self-Help Skills, Developmental Math and Science Activities, Language Development, Cognitive Development, Art, and Social Studies Skills.

Students will be encouraged to participate in all activities.

Outdoor play and Learning

We believe that having outdoor play and learning experiences is essential to the growth and development of all children. We believe that our playground is an extension of the classroom. Our infants will have outdoor experiences weather permitting at least 3 time per week. This may consist of a walk, tummy time on a blanket, etc. Our toddlers and preschool will have outdoor time at least two times per day. These times are an hour in the morning and an hour in the afternoon. These times will include the following activities:

Free play: Playtime that can be more or less energetic, depending on what activities and games children decide to do.

Structured learning opportunities: Planned lessons and activities including circle time, arts, reading books.

Seasonal outdoor activities: Activities that are unique to the season or weather, including gardening, collecting fallen leaves or acorns, water play, and playing in the snow.

Walking trips: Activities that let the children explore the outdoors beyond the regular play space, including nature walks, scavenger hunts, etc.

Outdoor field trips: including the pumpkin patch, zoo, and other community helpers that visit our center.

Each of our outdoor play spaces is designed with the age of the child in mind. The preschool playground has a sandbox or digging area, climbing structure, pathways, easels, outdoor music wall, pathways, garden, and lots of room for creative play.

We have a covered play space that all ages share and has developmentally age appropriate toys for each age group. The covered area gives us safe sun exposure to the children and the teachers. We have a sand area, pushing and riding toys, climbing structure, blocks, home living area, balls, and writing center. We use this part of the time and then use the playground for other times. We have several large trees which give our playground adequate shade to help with the sun exposure to our children and staff. We have a large grassy area where we can play tag, duck, duck, goose, and other games. We also use the parachute in the grassy area.

There are several items needed to ensure that the children and teachers have the best learning experiences in our outdoor learning environment. These include:

The proper clothing: We ask that your child wears closed toe shoes and clothing that your child can move freely in. We also ask that you provide a jacket, hat, and gloves when the weather permits. We will go outside each day weather permitting.

Bad weather days: If weather does not permit us to go outside, we will have music and movement activities, tumbling mats and other experiences planned for the children.

Sun exposure: We do have adequate outdoor shade, however you may apply sunscreen on your child before coming to the center.

Water: Water will be available to your child when they are outside.

Screen Time

Screen time includes all of the following, TV, DVD, videos, computer time, smart phones, and tablets. There should be no screen time for children under the age of 2. There should be no more than 30 minutes of screen time per week at the center. There should be no more than 2 hours a week of screen time for children 2 and older. Cutting down on screen time increases your time for physical activity. It also decreases exposure to food and beverage advertisements. It decreases snacking and consumption of high caloric foods. Screen time should not be used as a reward or punishment. The types of programming allowed should be for educational purposes. You should engage with your children and ask questions to see what information they are learning. Educational and commercial-free shows and videos are developmentally appropriate, support children's learning goals, and do not contain advertising. Our preschool children do have an opportunity twice a month to engage in a computer class taught by Compuchild.

Meals

Quiet activities such as music, stories, puppets, and flannel board stories will be planned for the time just prior to meals. Proper hand washing, use of the bathroom, and table preparation will be practiced. Good table manners and appropriate conversation will be practiced throughout mealtime. Children will be encouraged but not forced to eat. Children who have a food allergy or intolerance will be served food appropriate to their needs. These specialized foods/drinks will be provided by the parents.

Rest Period

Stories or music will be used to as the children begin their rest period. With the exception of the Nursery, naps will last 1 ½ to 2 hours. Nursery students will nap according to each individual schedule.

Admission Policy

Admission to the Center is open to any child regardless of race, creed, or religion. No otherwise qualified handicapped individual shall solely by reason of his/her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under this program.

Communication

Communication between the Center and the families is essential for our program to be successful. We have planned several ways in which exchanges can take place between the staff and the parents:

- *The Operating Policies
- *Posted schedules and notices in each classroom
- *Time for daily conversations between staff and parent in the morning and afternoon
- *More formal conferences with teachers by appointment
- *Parent/Teacher conferences offered twice a year
- *Informal or Formal conversations with the Director
- *Lunch with your child and his/her teacher at the Center
- *Opportunities for parents to evaluate the Center, program, and staff
- *Emails
- *Newsletters
- *Parent Meetings

School Schedule

The Center's school year will coincide with the beginning of Shelby County Schools first day of school for that academic year. We are open Monday through Friday from 6:30a.m. to 6:00p.m. The Center will be closed the following days: New Year's Day, Dr. Martin Luther King Jr's birthday, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after, December 23rd – 31st for Christmas Break, and three staff professional development/work days in August. We will be closed two half days for parent/teacher conferences. A school calendar is available in August for your reference.

Enrollment Procedure

Families will be introduced to Ready, Set, Grow by the following:

- *Tour of the facility
- *Introduction to the teaching staff
- *Parent visit with the classroom teacher
- *Overview of the Parent handbook
- *Discussion of expectations of the family and the needs of the child
- *Overview of available family support resources and activities
- *An Interpreter available if needed
- *Opportunity for extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable in the new surroundings

The following forms must be completed by the parent/guardian and returned to the Center before the child's first day.

- *Child Preadmission Record
- *Financial Agreement
- *Parent Authorization Form
- *Immunization Record
- *Orientation Completion form
- *Covid-19 Public Health Emergency Special Program Attendance Acknowledgement & Disclosure
- *Physician's statement of health and ability to participate in group care (within 6 months of start date)

Registration Fee

An annual registration fee of \$50.00 is due and payable at the beginning of the school year.

Security/Acceptance Deposit

A one-time fee of \$200.00 for full time and \$100 for part-time students is due immediately upon the child's initial acceptance into enrollment of the Center. The deposit is not refundable unless the Director receives written notice of desired cancellation of such acceptance no later than one month prior to the beginning of the school year which is usually in August. The \$200.00 will remain on deposit with the Center throughout the child's enrollment at the Center. It may be refunded only upon satisfaction of all the following conditions: 1. The child has remained enrolled at the Center and all payments have been made for the entire length of the contract, 2. A final accounting and satisfactory settlement of the account has been made, 3. If a child is expelled from the Center for aggressive or non-compliant behaviors and the parents refuse to work with the Center to address these behaviors, the deposit will not be refunded, 4. One month's written notice requesting such refund is delivered to the Director prior to the child's withdrawal from the Center. The Center reserves the right to apply this deposit to offset any delinquency in the account at the time of the child's withdrawal from the Center.

Insurance Fee

An annual insurance fee of \$30.00 is due and payable at the time the child is registered for admission to the Center. It is payable each August 1 thereafter for as long as the child remains enrolled at the Center.

School Supply Fee

An annual supply fee is due and payable on August 1st of each year. For students in the ones, twos, threes, fours/fives classes, the fee is \$120.00 and part-time fee of \$90.00. For students in the Nursery the fee is \$60.00. Any student entering the Center's enrollment after the month of August will pay a prorated fee.

Tuition

The tuition payment is due the 1st day of each month that the child is enrolled in the Center. The Center reserves the right, upon 60 days written notice to the persons responsible for the account, to increase monthly tuition during the term of the Financial Agreement in the event it becomes necessary to do so, in the sole opinion of the Center, due to extraordinary increases beyond the control of the Center in costs of wages, supplies, meals, or other essential operating costs. If the entire monthly tuition payment, plus any fees that are due, are not received by the 5th of the month in which they are due, such amounts will be considered past due. A \$25.00 late fee will be charged on the 6th day of the month. No personal checks will be honored on past due accounts. All past due accounts must be paid by cash, cashier's check, or money

order. In accordance with the Expulsion Policy, the Center reserves the right to expel a child at any time for non-payment of tuition and fees.

Monthly Tuition Fees are as follows:

Nursery	\$975.00
Ones	\$935.00
Twos	\$900.00
Threes	\$875.00
Fours/Fives	\$850.00

Monthly part-time tuition fees are as follows:

3-5 years old	Three days	\$700.00	Extra day
3-5 years old	Two days	\$555.00	\$60.00
6 weeks-2years old	Three days	\$755.00	Extra day
6 weeks-2years old	Two days	\$595.00	\$60.00

We do not provide drop off services.

Pandemic/Covid-19

In the event of a Covid-19 or other Pandemic health outbreak, Ready Set Grow will follow all federal, state, county and/or city laws or ordinances. The monthly tuition is due according to your Ready Set Grow contract.

Returned Check Fee

There will be a \$30.00 handling fee on all checks returned to the Center for insufficient funds. The \$30.00 fee plus the amount of any check returned to the Center for insufficient funds must be paid to the Center by cash, money order, or cashier's check within 4 business days of the Center's notice.

Late Pick-Up Fee

There will be a late pick-up fee of \$1.00 per child per minute after 6:00p.m., payable in cash upon pick-up to the staff member on duty.

Arrival and Pick-Up Procedures

Every child should be accompanied by a parent or adult when arriving at the Center each morning and be taken to a staff member in a classroom. The parent or person dropping off, need to sign both their first and last name and time of arrival. The Center assumes responsibility for children only when they are signed in and delivered directly to the Center staff. Children should arrive by 9:00a.m. If your child will be arriving after 9:00a.m., or will be absent, please call the Center so an accurate lunch count can be taken. If a child is brought to the Center after his/her class has left for a field trip, the child must remain with their parents. Staff members will not accept responsibility of a child brought to a field trip sight. A child will only be permitted to leave the Center accompanied by a parent or parent-authorized person listed on the admission form and must follow the sign out procedure (signing both first and last name and the time). Under no circumstances should a child be allowed to enter or leave the Center alone.

Summer Term

Tuition for the entire months of June and July is payable and due to the Center even if the child does not attend the Center during a portion of any of these months.

Quality Assurance – Handling of Complaints

Ready Set Grow is committed to providing a high quality program that meets to the greatest extent possible children's and family's needs. In case of concerns, first discuss the situation with your child's teachers. While viewpoints on specific situations do vary, all staff are expected to be responsive to parent concerns and willing to consider various ways to meet the needs of children and families. Because communication is sometimes not easy, a parent may need to try again to let a teacher know what he/she would like to happen. Please listen to the teacher's suggestions and respect her/his professional judgment also. While teachers will try to be responsive to individual expectations, they must also consider the needs of all the children in the classroom as well. If a problem is not resolved, please discuss the situation with the Director.

Withdrawal Policy

If a child is withdrawn during the academic school year, it is the responsibility of the parent/guardian to provide written notice prior to the end of the month that precedes your child's last month at the Center. It is understood and agreed that in the event a child is withdrawn from the Center for any reason I/we, as parent/guardian, shall forfeit the Security/Acceptance Deposit, and shall be responsible for paying the current month and the following month's tuition, in full, as well as paying any fees which are due.

In the event a child is absent from the Center for a period of 3 consecutive weeks without written notice, the tuition has not been paid prior to absence, the child shall be considered withdrawn from the Center. The parent/guardian shall forfeit the Security/Acceptance Deposit and shall be responsible for paying the current month and the following month's tuition, in full, as well as paying any fees which are due. The Center will mail a termination notice to the parent/guardian at their last known address by certified mail, return receipt requested. Notices will be mailed on the 16th business day of the child's absence, informing the responsible party of the child's termination from the enrollment at the Center and demanding immediate payment of any and all payments due to the Center.

Expulsion Policy

The Center reserves the right to permanently expel a child from the enrollment of the Center at any time for non-payment of tuition and fees or for extended absences without payment of fees. The Center also reserves the right to permanently expel a child from the enrollment of the Center if the staff of the Center feel that the needs of the child are not being met. If the child is aggressive or non-compliant and the parents are not willing to work with the Center to address these behaviors, the child will be expelled and the parents will forfeit their deposit. This includes the Center's policy on potty training procedures.

Nutrition

The Center will provide a morning snack, lunch, and an afternoon snack. Menus are posted in each classroom. Menu selections will periodically include foods that represent a variety of cultures. Parents of children who have special nutritional needs, including any allergies (food or otherwise), will need to communicate these requirements to the teacher in writing (on the Pre-Admission Form). Parents will supply alternate provisions for children with allergies and/or other special nutritional needs. Parents of infants in the nursery will supply the following: breast milk or formula in unbreakable bottles, cereal, and baby or junior food. Parents should label these with the child's name. The center will provide healthy drink and food options. We

will serve milk at meals and water will be accessible at all times. The benefits of drinking water and milk are: They do not contribute to childhood obesity, do not contain sugar, do not contribute to dental cavities, and milk provides calcium protein, and vitamin A and D if fortified. The benefits of eating healthy foods are: fruits and vegetables provide vitamins and minerals that are essential for a child's growth, whole grains, fruits, and vegetables contain fiber to help increase fullness, maintain a healthy weight, and decrease risk of developing chronic conditions. Eating healthy foods at a young age helps children develop life-long healthy habits. We will serve fruits, vegetables, whole grains, and non-fried foods. We encourage all children to try new foods. We will have them take a polite bite to try a new food. We will never make a child eat any of the food offered. It will not be used to calm children or encourage appropriate behavior. Teachers will be role modelling healthy food habits.

Clothing

Children should wear clothing that is washable and comfortable. Please choose clothing that will not require the child to be concerned about getting dirty. Children will play outside every day, except in bad weather. Please make sure that your child wears suitable clothing each day. During the winter months, hats, warm jackets, gloves or mittens are necessary. All children should wear shoes at the Center. Rubber soled shoes that close over the top of the foot with ties, buckles, or Velcro are the best for play. Cowboy boots, jellies, flip-flops can be uncomfortable and dangerous. Each child should have a complete change of clothing at the Center to be used for emergencies. Nursery, ones, and twos should have several changes of clothing. The set of clothing should include underwear, socks, shirt, and pants. All clothing, feeding, and toileting articles should be marked with the child's name. All jackets, sweaters, and raincoats should also be marked with the child's name. Parents of infants and toddlers must supply disposable diapers, wipes and ointment if needed (a medicine form must be filled out to use any ointment). Potty training children must supply thick cotton underwear for potty training, we do not use pull-ups.

Health Policies

In order to help prevent the spread of disease or infection and keep our children as healthy as possible, the Center requires adherence to the following:

1. Each child must have an Immunization Form on file at the Center.
2. A physician's statement of health and ability to participate in group care. (within 6 months)
3. Each child will be given a daily health inspection upon arrival. Children who appear to be ill cannot be admitted to the Center.
4. When a communicable disease has been introduced into the Center, parents will be notified. Parents are to notify the Center when their child has been exposed to a communicable disease outside of the Center.
5. If a child is too sick to go outside to play, he/she is probably too sick to attend the Center. In order to maintain adequate teacher/child ratios, we are unable to keep a child from outdoor play.
6. ___ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be pick-ed up from the facility within 30 minutes of being notified.

Symptoms include,

- i. fever of 100.4 degrees Fahrenheit or higher
- ii. dry cough
- iii. Shortness of Breath
- iv. Chills
- v. Loss of taste or smell
- vi. Sore Throat
- vii. Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

Medication

1. The Center does not administer the initial dosage of medication.
2. The parent or guardian must complete a Medication Authorization Form prior to any medication being dispensed or given to a child at the Center. Medicine must be kept in its original container and bear the full name of the child to whom it is given.
3. The medication forms are good for one week and must be completed by the parent/guardian in their entirety, including medication name, dosage (consistent with labeling), time and date medication is to be given. Parental instructions are consistent with labeling on the medication or doctor's note.
4. The medication will be administered by the staff member that is present at the time the medication is due to be administered. The staff member will record staff member will record the administration of the medicine on the Medication Authorization Form; they will include the dosage amount, time, and date of administration. They will also sign the name of the person administering the medication.
5. Medicine will not be administered past the expiration date on the label.
6. All medicines are stored in a locked refrigerator, cabinet, or container and are inaccessible to children.
7. Medication delivered by a device:

Parent or health care professional provide written instructions on indications for use that include signs and symptoms that the medication is needed.

Parents or health care professional demonstrate use of the device and any special care after use to all staff who will be administering the medication.

Documents of the demonstration for use and care is made on the medication form including date and staff in attendance.

Medication is given only by staff trained on use of the device.

Training on use and care of the device is provided annually.

Guidelines for Parents with Sick Children

Make firm arrangements with a friend or relative for backup childcare at the beginning of the school year.

Your child must be symptom free for 24 hours before returning to the Center for illness other than a cold.

When you take your child to the doctor for any illness, please obtain a note from the doctor stating when your child may return to the Center.

When you are called to pick up a sick child from the Center, do so within 1 hour after you have been notified. Your child will be immediately separated from the other children in the classroom and removed from the classroom as soon as possible, in order to reduce exposure to the other children. Once removed from the classroom, your child will be waiting on a cot in the office. Your respect for the safety and wellbeing of the other children, their parents and the staff members at Ready, Set, Grow is required as part of your child's enrollment.

You will be notified your child is ill if he/she:

- *has a fever of 101 oral and 101.5 rectal
- *vomits during the day
- *develops purulent eye drainage or redness of the eye
- *has two loose, watery stools during the day
- *is wheezing or having difficulty breathing
- *develops a rash anywhere on the body

Covid-19

Center exclusion period: At least 14 days after being diagnosed and/or exposed. Note required from the physician stating that you are no longer contagious.

Flu

Center exclusion period: At least 3 to 5 days after being diagnosed. Note required from the physician stating that you are no longer contagious.

Chicken Pox

Center exclusion period: At least 6 days after onset of rash, or when all sores have crusted over. No note from the physician is needed if conditions are met.

Strep Throat

Center exclusion period: Minimum of 24 hours after child is given shot or started on oral medication. Note required from the physician.

Pink Eye

Center exclusion period: Minimum of 24 hours after child is given medication. Note required from a physician.

Diarrhea/Vomiting

May not return until symptom free for 24 hours. The child may be admitted sooner with a note from the doctor stating that the child is not infectious, as with diarrhea associated with antibiotics.

Rashes

If rash is associated with fever, the child will need a note from a physician stating that it is not contagious.

Emergency Procedures

In an event of an accident or illness requiring emergency medical attention, the child's parents will be called immediately. The child's physician will be contacted if neither parent or emergency contacts can be reached. In extreme emergency situations the child may be transported to appropriate facilities to receive medical attention. **Detailed procedures in case of emergency are posted on the bulletin board in each classroom and provided in your registration packet.**

Emergency staff procedures have been developed for use in the event of severe weather warnings. The Civil Defense Staff have approved this procedure. These procedures are posted on the bulletin board in each classroom. Practice tornado drills are held monthly at the Center. Staff will direct children to designated areas of safety. In case of inclement weather, The Center will contact Channel 6 television to advise of the Center's closing. When possible, each teacher will call the parents in their classroom to notify them of the Center's status. When Shelby County Schools close, Ready, Set, Grow will also close.

Practice fire drills are held monthly at the Center. Staff will direct children to the designated areas of safety. In the event of an actual fire, drill procedures will be followed.

If power, heat, or water is temporarily not available, the Center will try to remain open if at all possible. We cannot, however, compromise the health and safety of the children. Parents will be notified to come earlier than usual to pick up their children.

Visitation

Parents are welcome to visit in their child's classroom. Any other visitors must be cleared in advance by the Director to help insure the safety of every child.

Disciplining Procedures

Expected behavior shall be on the child's level and be understandable to the children to whom it applies. Discipline shall be consistent and fair. No corporal/physical punishment shall be used and discipline will not be associated with food, naps, or bathroom procedures.

Birthdays and Holiday Celebrations

Each child's birthday is recognized in his or her classroom. No gifts are allowed. If you wish to provide refreshments for a party, the food brought into the Center to be shared among the children needs to be commercially prepared or prepared in a kitchen that is inspected by local health officials.

Alabama Minimum Standards

A copy of Minimum Standards for Day Care Centers and Nighttime Centers may be obtained from the State Department of Human Resources, Office of Day Care Licensing, Montgomery, Alabama, or the local County Department of Human Resources. This publication states requirements for day care centers.

National Accreditation Commission (NAC) For Early Care & Education Programs

NAC is a nationally recognized childcare program accreditation system that is endorsed and managed by the National Association of Child Care Professionals (NACCP). NACCP is an organization comprised of early childcare and education leaders, owners, directors, administrators and managers. NACCP is committed to strengthening the professional skill level of its members. The NAC Policy Board provides direction for the NAC Accreditation program.

Emergency Procedures

Accident or Illness

In the event of an accident or illness requiring emergency medical attention, the child's parents will be called immediately. The child's physician will be contacted if neither parents or emergency contacts can be reached. In extreme emergency situations the child may be transported to an appropriate facility to receive medical attention.

Minor

- *Treat with medical supplies on hand
- *Evaluate periodically to see if further medical attention is required.
- *Fill out an accident report
- *Consult parent or guardian.

Major

- *Use first aid techniques as trained, if needed.
- *Contact 911 if immediate attention is needed.
- *Contact parent or guardian if you feel the injury or illness may require a doctor's care.
- *Fill out an accident report.

Fire

Practice fire drills are held at the Center. Staff will direct children to the designated areas of safety. In the event of an actual fire drill, drill procedures will be followed.

- *Evacuate the building when the fire alarm is sounding. Go out the red door in the classrooms to your designated place (directions on the red door).
- *Make certain that all students are accounted for and safe.
- *The director will let the teachers know when it is safe for the children to go back into the building.

Emergency Evacuation Plan due to: Fire, Hazardous Materials, Spills, Gas Leaks, Bomb Threats and/or other.

Call 911 and they will direct our staff on transportation and relocation sites and we will notify the parents when we arrive at the site designated by 911.

In a case of an emergency, the director, Jean McGuire or teachers left in charge while she is away, will be the designated spokesperson to whom staff know to refer all questions about the emergency.

Emergency evacuation drills are practiced quarterly

Tornado or Severe Thunderstorms, Flash Flooding, Major Snowfall, Blizzards, Ice Storms, Earthquakes, Lockdown, Intruder plan

Practice tornado drills are held at the Center. Staff will direct the children to designated areas of safety. In case of inclement weather, The Center will contact Channel 6 television to advise of the Center's closing. When possible, each teacher will call the parents in their classroom to notify them of the Center's status using cell phones.

*The safe place for the Center is the hallway.

*All students will be moved to the designated area, we have bottled water available if needed in the closet right off the hallway.

*Babies from the baby house will be moved to the lower building if time, or will stay in the hallway. They will bring down diapers, wipes, and bottles or food needed.

*Make sure all students are accounted for and safe.

*Stay in safe area until absolutely certain storm has passed.

If Shelby County Board of Education closes Shelby County Schools, Ready, Set, Grow will also close.

If power, heat, or water is temporarily not available, the Center will try to remain open if possible. We cannot compromise the health and safety of the children. Parents will be notified to come and pick up their children if the power, heat, or water will be out for more than 1 hour.

Intruder Drills

Intruder drills will be practiced quarterly. Each classroom will go into their designated closet and lock the door until the director or other authorized individuals notified that it is safe to unlock the door and come out of the closet.

Emergency Phone Numbers

Police 669-5511 Power 1-888-430-5787

Fire 678-6060 Health Dept. 205-685-4171

Hospital 939-9100 Water 205-678-9847

Poison Control- 1-800-222-1222/ 1-800-292-6678

City Hall 205-678-8455 Federal ID Number 63-1188580